

May 17, 2006

AGENDA  
ILLINOIS CIVIL SERVICE COMMISSION  
May 17, 2006

I. OPENING OF MEETING AT 10:30 A.M. AT 425½ SOUTH FOURTH STREET,  
SPRINGFIELD, ILLINOIS

II. PRESENT

III. APPROVAL OF MINUTES OF REGULAR MEETING HELD APRIL 20, 2006

**WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR  
MEETING HELD APRIL 20, 2006?**

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE

A. Report on Exempt Positions

<u>Agency</u>	<u>Total Employees</u>	<u>Number of Exempt Positions</u>
Aging .....	146.....	9
Agriculture .....	483.....	17
Arts Council.....	20.....	1
Capitol Development Board .....	29.....	0
Central Management Services .....	1,646.....	115
Children and Family Services.....	3,310.....	41
Civil Service Commission .....	4.....	0
Commerce & Econ. Opportunity .....	449.....	62
Commerce Commission.....	42.....	0
Corrections.....	13,893.....	117
Criminal Justice Authority .....	75.....	6
Deaf and Hard of Hearing Comm. ....	6.....	1
Developmental Disabilities Council .....	11.....	1
Emergency Management Agency .....	105.....	1
Employment Security.....	1,794.....	26
Environmental Protect. Agency .....	1,065.....	17
Financial. & Prof. Regulation .....	806.....	44
Guardianship and Advocacy .....	113.....	6
Healthcare and Family Services .....	2,284.....	29
Historic Preservation Agency .....	251.....	12
Human Rights Commission .....	11.....	2
Human Rights Department .....	128.....	8
Human Services .....	14,869.....	61
Investment Board.....	4.....	2
Labor.....	73.....	7
Labor Relations Board Educational .....	16.....	2
Labor Relations Board Local.....	1.....	0
Labor Relations Board State .....	17.....	2
Law Enforce. Trng. & Standard Bd. ....	22.....	1
Medical District Comm.....	2.....	0
Military Affairs .....	144.....	3
Natural Resources .....	1,524.....	27
Pollution Control Board .....	26.....	3
Prisoner Review Board .....	22.....	0
Property Tax Appeal Board .....	22.....	2
Public Health.....	1,129.....	35
Revenue .....	2,002.....	53
State Fire Marshal.....	146.....	9
State Police .....	1,467.....	6
State Police Merit Board.....	5.....	1
State Retirement Systems .....	84.....	1
Transportation.....	2,960.....	1
Veterans Affairs.....	1,166.....	4
Workers Comp. Commission.....	171.....	10
<b>TOTALS .....</b>	<b>52,543.....</b>	<b>745</b>

**B. Governing Rule - Jurisdiction B Exemptions**

- a) Before a position shall qualify for exemption from Jurisdiction B under Section 4d(3) of the Personnel Code, the position shall be directly responsible to:
  1. The Governor, or
  2. A departmental director or assistant director appointed by the Governor, or
  3. A board or commission appointed by the Governor, or
  4. The head of an agency created by Executive Order, or the director or assistant director of an agency carrying out statutory powers, whose offices are created by the Governor subject to legislative veto under Article V, Section 11, of the Constitution of 1970, which agency head, director, or assistant director may themselves be subject to exemption under Section 4d(3), or
  5. In an agency having a statutory assistant director, a deputy director exercising full line authority under the director for all operating entities of the agency, provided the statutory role of assistant director is vacant or is assigned clearly distinct and separate duties from the deputy director and as a colleague to him, or
  6. A line position organizationally located between the director and/or assistant director and a subordinate statutorily exempt position(s), provided the position proposed for exemption has line authority over the statutory exempt position(s), or
  7. The elected head of an independent agency in the executive, legislative, or judicial branch of government.
- b) If a position meets the above criterion, it must, in addition, be responsible for one or more of the following before it shall be approved as exempt:
  1. Directs programs defined by statute and/or departmental, board, or commission policy or possess significant authority when acting in the capacity of a director of programs to bind the agency.
  2. Makes decisions in exercising principal responsibility for the determination or execution of policy which fix objectives or state the principles to control action toward operating objectives of one or more divisions, such decisions being subject to review or reversal only by the director, assistant director, board or commission.
  3. Participates in the planning and programming of departmental, board, or commission activities, integrating the plans and projections of related divisions, and the scheduling of projected work programs of those agencies.

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**C1. Illinois Department of Central Management Services - Proposed Rescission**

Position Number	40070-37-14-000-01-01
Position Title	Senior Public Service Administrator
Bureau/Division	Bureau of Communication and Computer Services
Functional Title	Manager, LAN/Office Systems Services Division
Incumbent	None
Supervisor	BCCS Deputy Director
Location	Sangamon

**C2. Illinois Department of Central Management Services - Proposed Rescission**

Position Number	40070-37-11-000-01-08
Position Title	Senior Public Service Administrator
Bureau/Division	Bureau of Communication and Computer Services
Functional Title	Manager, Information Services Division
Incumbent	None
Supervisor	BCCS Deputy Director
Location	Sangamon

**C3. Illinois Department of Central Management Services - Proposed Rescission**

Position Number	40070-37-12-000-01-01
Position Title	Senior Public Service Administrator
Bureau/Division	Bureau of Communication and Computer Services
Functional Title	Manager, Information Management Services Div.
Incumbent	None
Supervisor	BCCS Deputy Director
Location	Sangamon

**CMS Recommendation:** “The reporting structure remains the same for these three positions. The principal policy making authorities previously vested in these positions have been distributed to other 4d(3) exempt and Non-Code positions within the Bureau. These changes in duties and responsibilities are reflected in the attached position clarifications. Two of these positions are now vacant and the one currently occupied by Mr. Sanderson is being processed to move him out of this position. This transaction will be effective April 19 but the transaction has not yet been posted to the Personnel System. It is expected that all three of these positions will be abolished in the course of the current BCCS reorganization.”

**V. MOTION TO GO INTO EXECUTIVE SESSION**

**PURSUANT TO SUBSECTIONS 2(c)(1), 2(c)(4) and 2(c)(11) OF THE OPEN MEETINGS ACT, WILL THE COMMISSION HOLD AN EXECUTIVE SESSION TO CONSIDER APPEALS FILED WITH THE COMMISSION, LITIGATION AND/OR SPECIFIED EMPLOYMENT MATTERS.**

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VI. RECONVENE MEETING

VII. NON-MERIT APPOINTMENT REPORT

The Personnel Code permits non-merit appointments for a limited period of time, i.e., emergency appointments shall not exceed 60 days and shall not be renewed, and positions shall not be filled on a temporary or provisional basis for more than six months out of any twelve-month period. Consecutive non-merit appointments are not violative of the Code, however, they do present a possible evasion of merit principles and should be monitored. Set forth below is the number of consecutive non-merit appointments made by each department. These statistics are from the Department of Central Management Services' Consecutive Non-Merit Appointment Report as of April 30, 2006.

<b>Agency</b>	<b>3/31/06</b>	<b>4/30/06</b>
Agriculture	8	8
Arts Council	1	1
Central Management Services	3	3
Children and Family Services	8	10
Commerce and Economic Opportunity	2	2
Emergency Management Agency	1	0
Financial and Professional Regulation	2	1
Healthcare and Family Services	8	10
Human Services	5	2
Natural Resources	3	21
Property Tax Appeal Board	1	1
Transportation	60	27
Veterans Affairs	2	2
<b>Totals</b>	<b>104</b>	<b>88</b>

VIII. APPEALS TERMINATED WITHOUT DECISION ON THE MERITS

• DISMISSAL

RV-29-06

Petitioner	AFSCME	Appeal Date	1/03/06
Agency	DHS	Decision Date	3/28/06
Type	Rule Violation	ALJ	Daniel Stralka
Charge(s)	Violation of Personnel Code and Rules	Proposed Finding	Default-failure to provide information; dismissed subject to Commission approval.

**DOES THE COMMISSION APPROVE THE DISMISSAL OF THE ABOVE MATTER?**

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- **DISMISSAL**

**RV-34-06**

Petitioner	Daniel Thies	Appeal Date	3/02/06
Agency	DVA	Decision Date	3/28/06
Type	Rule Violation	ALJ	Daniel Stralka
Charge(s)	Violation of Personnel Code and Rules	Proposed Finding	No jurisdiction; dismissed subject to Commission approval.

**DOES THE COMMISSION APPROVE THE DISMISSAL OF THE ABOVE MATTER?**

- **DISMISSAL**

**DA-20-06**

Respondent	Cecilia Namayanja	Appeal Date	9/28/05
Agency	DCFS	Decision Date	4/25/06
Type	Discharge	ALJ	Daniel Stralka
Charge(s)	Falsification of documents; failure to perform duties	Recommended Decision	Settlement; dismissed subject to Commission approval.

**DOES THE COMMISSION APPROVE THE DISMISSAL OF THE ABOVE MATTER?**

- **DISMISSAL**

**DA-36-06**

Respondent	Elvin W. Brown	Appeal Date	3/19/06
Agency	IEPA	Decision Date	5/02/06
Type	Discharge	ALJ	Daniel Stralka
Charge(s)	Witnessed receiving oral sex on state property during work time	Recommended Decision	No jurisdiction; dismissed subject to Commission approval.

**DOES THE COMMISSION APPROVE THE DISMISSAL OF THE ABOVE MATTER?**

- **WITHDRAWN**

**S-40-06**

Respondent	Margaret Johnson	Appeal Date	4/20/06
Agency	DVA	Decision Date	5/03/06
Type	Suspension	ALJ	Daniel Stralka
Charge(s)	Unauthorized absences	Recommended Decision	Withdrawn; dismissed subject to Commission approval.

**DOES THE COMMISSION APPROVE THE DISMISSAL OF THE ABOVE MATTER?**

- **DISMISSAL**

**S-41-06**

Respondent	Quentin Grant	Appeal Date	4/19/06
Agency	Agriculture	Decision Date	5/02/06
Type	Suspension	ALJ	Daniel Stralka
Charge(s)	Suspension pending discharge	Recommended Decision	No jurisdiction; dismissed subject to Commission approval.

**DOES THE COMMISSION APPROVE THE DISMISSAL OF THE ABOVE MATTER?**

**IX. AMENDMENTS IN CLASS SPECIFICATIONS**

**The Director of Central Management Services has submitted the following class titles for revision:**

A. Current Position Title

Aircraft Pilot I

Classification Analysis

“This study was initiated to address discrepancies in the Desirable Requirements of the Aircraft Pilot I and the Aircraft Pilot II classes. The requirement of ‘completion of approved military or civilian flight school, leading to F.A.A. Airman’s Certificate’ was removed from the Aircraft Pilot II class specification in a 1990 Class Study, but erroneously left in the Aircraft Pilot I class specification. We recommend the removal of this language from the Aircraft Pilot I class specification to improve the alignment of the requirement in the Aircraft Pilot series.”

B. Current Position Titles

Disability Appeals Officer  
Disability Claims Adjudicator II  
Human Services Caseworker  
Industrial and Community Development Representative I  
Licensing Investigator I  
Licensing Investigator II  
Licensing Investigator III  
Licensing Investigator IV  
Public Aid Appeals Advisor  
Public Aid Eligibility Assistant  
Public Aid Lead Casework Specialist  
Real Estate Investigator  
Rehabilitation Counselor  
Rehabilitation Counselor Senior

Classification Analysis

“This study was initiated to update specific references and language in several class specifications. Over time, certain references to agency names, programs, and position titles that appear in the content of some class specifications have become obsolete. There are state agencies that have undergone name changes and a number of programs and position titles have been either eliminated or changed since the classes included in this study have been reviewed. In coordination with the classification specialists in each of the agencies that utilize the class specifications that have outdated information, we have identified the areas in need of revision. We propose these modifications in order to present the most accurate and current information in the State of Illinois’ class specifications.”

C. Current Position Titles

State Mine Inspector  
State Mine Inspector – At Large  
Public Service Administrator (Option 8M)  
Mine Rescue Station Supervisor (abolish)

Classification Analysis

“The positions in the former State Mine Inspector and State Mine Inspector – At Large classes were reclassified to Public Service Administrator effective 11-18-1994 and the classes were abolished. The education and experience for a State Mine Inspector under the Coal Mining Act requires completion of high school plus ten years of work experience. Applicants who qualified under the Act did not necessarily meet the qualifications of the Public Service Administrator (the equivalent of 4 years of college and 3 years of administrative experience). The State Mine Inspector class has been recreated to reach all applicants who qualify under the Act.”

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“The State Mine Inspector performs technical inspection and safety control duties by personal examination of mines, strictly enforces compliance with the Coal Mining Act, provides helpful and safe conditions to persons employed in or around mines, and performs research to establish better and safer mining methods.

The State Mine Inspector – At Large class specification has been created to assist the director of the Office of Mines and Minerals within the Department of Natural Resources to administer the statewide mine safety and inspection program, enforcing strict compliance with the Coal Mining Act and supervising State Mine Inspectors. This class is restricted to two positions by the Coal Mining Act. Positions in this class are primarily responsible for providing statewide assistance and consultation to the individual district State Mine Inspectors in mining emergencies, shut-downs, accidents, suspensions, disasters, court cases and penalties and serve as a resource expert in the interpretation of mining laws. Positions in this class also serve as line supervisors to State Mine Inspectors by approving time off, preparing and signing performance evaluations, adjusting grievances, and effectively recommending and imposing disciplinary action.

In addition to mine rescue functions, it was found that the positions in the Mine Rescue Station Supervisor class also perform mine inspections for at least 25% of position work time. As the mine inspection work is deemed to be higher in level and is performed for at least 25% of work time, the positions are determined to be properly classified as State Mine Inspectors. Therefore, we recommend that the Mine Rescue Station Supervisor class specification be abolished and the four incumbents upwardly reclassified into the State Mine Inspector class.”

**WILL THE COMMISSION APPROVE THE REVISION OR ABOLISHMENT OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE JUNE 1, 2006?**

**Aircraft Pilot I**

**Disability Appeals Officer**

**Disability Claims Adjudicator II**

**Human Services Caseworker**

**Industrial and Community Development Representative I**

**Licensing Investigator I**

**Licensing Investigator II**

**Licensing Investigator III**

**Licensing Investigator IV**

**Public Aid Appeals Advisor**

**Public Aid Eligibility Assistant**

**Public Aid Lead Casework Specialist**

**Real Estate Investigator**

**Rehabilitation Counselor**

**Rehabilitation Counselor Senior**

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**State Mine Inspector**  
**State Mine Inspector – At Large**  
**Public Service Administrator (Option 8M)**  
**Mine Rescue Station Supervisor (abolish)**

**WILL THE COMMISSION DISAPPROVE ANY CLASS SPECIFICATIONS RECEIVED BY THE COMMISSION STAFF NOT CONTAINED IN THIS REPORT TO ALLOW ADEQUATE STUDY?**

X. STAFF REPORT

XI. ANNOUNCEMENT OF NEXT MEETING

Announcement of the next regular meeting to be held on Thursday, June 15, 2006 at 9:00 a.m. in the Commission's Chicago Office.

XII. MOTION TO ADJOURN